

BROADCAST 8037

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FROM: Margaret Ross Schultze, Commissioner
James A. Rothrock, Commissioner, Department for Aging and Rehabilitative Services
Gail S. Nardi, Director, Adult Protective Services Division, DARS

SUBJECT: Signature Requirements for Pre-admission Screenings by Local Department Employees

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This broadcast is to clarify the guidance provided in [Broadcast 8027](#) regarding the signing of documents for pre-admission screenings to determine the eligibility of individuals for Medicaid funded community-based or institutionalized long-term care services.

Under the new procedure, qualified family services specialists who currently serve on pre-admission screening teams may continue to do so. However, a clarifying step has been added to comply with Social Worker title requirements: the completed UAI and DMAS-96 form must also be reviewed, approved and signed by a licensed Social Worker or qualified individual. The signature shall be followed by the appropriate designation of BSW, MSW or DSW.

Agencies that do not have a licensed Social Worker or other qualified individual (BSW, MSW or DSW) on staff may request that a Social Worker or qualified individual from a neighboring agency review, approve and sign the UAI. The completed UAI and DMAS-96 forms may be scanned or faxed to licensed Social Workers for review, approval and signature, to eliminate the need for travel.. Thank you for your assistance and your patience in implementing this procedure. Additional guidance is provided below:

Faxed or scanned copies of the qualified SW signature pages for the UAI and DMAS-96 are acceptable.

UAI Signatures: If a qualified Social Worker (SW) does not perform the pre-admission screening, both the trained Family Services Specialist (FSS) and the qualified SW should sign the UAI. The signatures should appear on page 12 of the UAI which requests information about the individuals who completed the UAI.

DMAS-96 Signatures: If a qualified SW does not perform the pre-admission screening, both the trained FSS and the qualified SW should sign and date the DMAS-96 form.

The qualified SW should sign and date next to the signature and date of the trained FSS at the bottom of the form. All signatures must include a date. The DMAS 96 is signed by everyone who participates in the screening process as part of the pre-admission screening team.